

## **Incident Resolution Process and Reporting Form**

Please use the Hamilton Huskies **Incident / Complaint Report** online form, link found at the bottom of this page. You will need to complete and submit the form which is sent to the Incident Resolution Committee (IRC) for review.

Allow a minimum of 72 hours for the IRC to contact you directly. After all investigations and meetings, the IRC will send its recommendations to the Hamilton Huskies Executive.

### **Prior to submitting an Incident/Complaint form, please read the following:**

1. This form is for the exclusive use of Hamilton Huskies Hockey Club participants only. Participants include Players; Parents; Team Officials; Timekeepers and volunteers. If you have a complaint and you are not a member of our association, please contact your center delegate or the GM of the Hamilton Huskies ([gm@hamiltonhuskies.ca](mailto:gm@hamiltonhuskies.ca))
2. Complaints against referees or timekeepers will not be considered. If you feel you have a serious issue that involves referees or timekeepers please file a report with your team's Head Coach or to the General Manager of the Hamilton Huskies. They will determine if the complaint should be filed with our Referee Assignor for further review.
3. The IRC is in place to investigate serious issues/complaints/incidents. As you are aware, hockey is a very passionate sport that can often lead to emotional situations. Most issues can be resolved at the team level with strong, open communication.

**Along with allowing for the 24 hr cool down rule, the IRC recommends the following steps be followed prior to submitting this form:**

### **FOR INCIDENTS/COMPLAINTS IN AAA/AA/MD**

1. Discussion with your Head Coach, Parent Rep and/or Manager. If situation cannot be resolved or your complaint is against a Head Coach or team official then go to Step 2 below:
2. Discussion with your AAA/AA/MD Convenor. If situation cannot be resolved or your complaint is against your AAA/AA/MD Convenor then go to Step 3 below: (All Convenors will keep a log of all reported incidents and provide a report to the Hamilton Huskies Executive)
3. Submission of Incident/Complaint form.

### **IMPORTANT**

- **If your complaint involves any type of threat, sexual, physical or emotional abuse, it is your duty and responsibility to contact the Police immediately. Upon contacting the Police please submit an Incident/Complaint form, attach a copy of the police report (where applicable) and contact the General Manager of Hamilton Huskies immediately.**

- If your complaint involves bullying, harassment or hazing, please contact the General Manager of the Hamilton Huskies ([gm@hamiltonhuskies.ca](mailto:gm@hamiltonhuskies.ca)) and or [incidentreport@hamiltonhuskies.ca](mailto:incidentreport@hamiltonhuskies.ca) immediately who in turn will report to the Hamilton Huskies Executive and other applicable authorities (i.e. Alliance, Police, City of Hamilton) where applicable.
- If your complaint contravenes the City of Hamilton City Zero Tolerance Policy, the incident should be reported to the City immediately. Information related to the City of Hamilton Zero Tolerance policy can be found under the Risk Management tab in the Hamilton Huskies website.
- If your complaint is against a Hamilton Huskies Executive Member, please contact the Hamilton Huskies General Manager ([gm@hamiltonhuskies.ca](mailto:gm@hamiltonhuskies.ca)) and or [incidentreport@hamiltonhuskies.ca](mailto:incidentreport@hamiltonhuskies.ca) immediately.

**[INCIDENT / COMPLAINT REPORT ONLINE FORM](#)**